

Approved May 21, 2013

WENHAM BOARD OF SELECTMEN  
Meeting of Tuesday, May 7, 2013  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, April 9, 2013 at 7 pm in the Selectmen's Meeting Room in Town Hall.

With a quorum present, Mr. Whittaker called the Board of Selectmen meeting to order at 7 pm.

Selectmen Present: Ken Whittaker, Chair; Patrick Wilson, Vice Chair; Jack Wilhelm, Secretary

Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used:

BOS Board of Selectmen

TA Town Administrator

FY Fiscal Year

Public Information

Agenda

Welcome and overview of Agenda

The Chair stated the agenda would be taken out of order.

Statements

Presentation by Guests

State of the State – Update – Representative Brad Hill & Senator Bruce Tarr

Representative Hill and Senator Tarr gave an overview of the decisions being made at the State level of the various local aid programs.

- Chapter 90 (road work) Increased to \$229,000 for FY14
- Education Funding will be level funded for HWRSD
- Funds for the War Memorial FY13 - \$5,000 with possible increase for FY14
- A modification in the budget formula for Special Education is before the Governor for consideration; this would increase the cost per student in the program by \$10,000.

Announcements

Chairman Whittaker announced the memorial services for Wenham resident and former Selectman, Don Costin, who passed away over the weekend.

Paul Mendonca questioned when the (Pleasant Pond) Beach parking passes would be available and was told the passes should be available next week.

Council on Aging (COA)

Mr. Andrews talked about the importance of filling the COA Director position, noting the HW joint program/shared Director would not continue for FY14. The Town is actively seeking a way to replace the joint van program and hire a new COA Director. Mr. Andrews encouraged suggestions and ideas be brought forward to complete an accurate job description to post the position. He added that the Senior Center would be open for seniors, Monday through Friday.

Mr. Whittaker opened the meeting for public comment / questions.

Dick Eddy, William Fairfield Drive asked that the Friends of the COA be included in the process and suggested that an Ad Hoc Committee be formed to address the concerns of the seniors.

He went on to read a list of concerns from the Friends of the COA:

- Immediately terminate the current Director
- Hire full time COA Director

- Interpersonal ability to work with outside agencies
- Access programs available to seniors
- Warm personality
- Volunteer involvement
- Advanced degree not be required
- Coordinate COA financial needs with Friends organization
- Maximize all financial support opportunities for COA activities
- Re-instate the Outreach Coordinator position and hire the previous Outreach Coordinator
- Monthly news letter (calendar of activities)
- Maintain van service/ transportation
- Move van desk from main building
- Computer and phone systems updated in working order

Mr. Eddy provided the names of six potential COA Board members.

Mr. Wilhelm asked that the Review / Screening Committee be expanded from the three current members.

Ms. Reid stated as the Friends President and former COA Director she would like to be on that committee.

Paul Mendonca suggested a larger, diverse committee review resumes and be more open to initial screening and secondary screening, with clear, complete background checks.

Mr. Andrews announced that volunteers are needed for the COA Board. Interested residents should submit a Letter of Interest to the Town Administrator's office.

#### Old Business

#### New Business

There will be Leadership Team monthly presentations regarding department goals, services, plans, and achievements.

Hamilton Wenham Library on-line programs: "Fight the Summer Brain Drain"

Present: Jan Dempsey, Library Director encouraged residents to take advantage of the Universal Class program e.g. computer courses, writing, languages, etc.

Wenham Affordable Housing Trust – Update

Discussion of Friend Court Rental Conversion

Present: Larry Swartz, Affordable Housing Trust,

Mr. Swartz spoke regarding 11 Friend Court saying the condo unit is one of the affordable properties owned by the Town and has not sold partially due to the real estate market and the income/asset requirements of a prospective buyer to qualify.

He stated that the recommendation is for the property to be rented and that the town set up a limited liability corporation, through the Trust. The Town is working with Harbor Light Communities to manage the property. Rental income would be turned back to the Trust, less maintenance and management fees.

The condominium needs to be brought up to code, e.g. de-leading. Update costs are estimated at \$20,000.

The BOS took this under consideration and asked that it be on the next meeting agenda. No action was taken.

BOS Appointment to the Trust

*VOTE: Mr. Wilhelm moved and it was seconded that Selectman Wilson serve as the Selectmen representative on the Affordable Housing Trust. The motion carried unanimously.*

Iron Rail Commission Appointment – John Clemenzi

*VOTE: Mr. Wilhelm moved and it was seconded to appoint John Clemenzi to the Iron Rail Commission through June 30, 2014. The motion carried unanimously.*

Present: John Clemenzi spoke in response to the appointment and reviewed his experience. He went on to talk about the Iron Rail property saying the building is in good shape with stable rent. A long-term plan to upgrade the building will be presented to the BOS in the near future. He noted the Iron Rail property is the fourth largest revenue generator to the Town at about \$150,000 annually. The BOS announced there are additional vacancies on the Commission. The BOS supported the efforts going forward.

#### Dissolve the April 6, 2013 Annual Town Meeting

Present: Paul Weaver, Moderator; Trudy Reid, Town Clerk

Mr. Weaver reviewed that the April 6, 2013 Annual Town Meeting voted to adjourn to complete the elections on April 11, 2013 and called the meeting back in session. With the elections having been done, and with no further business that can come before the meeting, he asked for a motion.

*VOTE: Mr. Clemenzi moved to dissolve the Annual Town Meeting of April 6, 2013. Mr. Wilson seconded and the motion carried unanimously.*

#### BOS - Annual Retreat

The BOS discussed, and it was agreed, the Selectmen Retreat is June 14, 2013. This is an open meeting. The BOS will set goals, establish areas of interest, and other town business.

#### Adopt an Island Program

Present: Bill Tyack, Supervisor, Department of Public Works

Mr. Wilhelm began by offering a detailed description of the program followed by Mr. Tyack who explained that he has received requests to landscape (mow, mulch, plant, maintain) traffic islands by companies in return that the Town allow them to put up a small, 24" x 24" business sign. Mr. Tyack supported the program saying it saves the DPW time and improves the area, adding it was successful last year. The areas of interest include the traffic islands at: Grapevine Road, Route 97/ Cherry Street, and Larch Row (four corners). This program has no cost to the Town.

*VOTE: Mr. Wilson moved and it was seconded that the BOS grant approval of the "Adopt an Island Program" as discussed. The motion carried unanimously.*

#### Memorial Day Planning

Mr. Andrews said Traci Masterson is coordinating the Memorial Day events, including the parade with a planning committee, department heads, and legion members.

He announced the parade step off time was changed from 2 pm to 1 pm. The parade will still form at the Legion (Bessie Buker School) and march down Main Street to the Cemetery and back to return to the Legion.

Administrative Assistant, Traci Masterson is coordinating the parade with department heads.

#### Hamilton Development Corporation

It was reviewed that Hamilton received a grant to evaluate if there is development opportunities in the Hamilton downtown. Because Wenham borders this area, the Town has been invited to sit on the committee, although it is uncertain the position Wenham will have other than advisory.

Present: David Geikie, Chair Planning Board

Mr. Geikie said Wenham has helped Hamilton with the development of the downtown area in the past citing the train station, which is in Wenham. He strongly supported that Wenham be involved in the discussions and urged the BOS to send a staff person, suggesting Emily Cademartori. He also volunteered to attend.

#### Contract Negotiation

Mr. Whittaker announced that the BOS have been negotiating contracts with the Fire Chief, Fire Fighters, Police Chief, Police Union, and the Town Administrator. All contracts will be voted in open session.

He stated that interim has been dropped from the Town Administrator's position and the BOS extended the contract with Mark Andrews through April 2014. An Ad hoc search committee for a new Town Administrator will be formed to begin the search process.

#### Reports

##### Finance Department - Update

Mr. Andrews updated the BOS regarding the Finance Department:

- New part time assistant has been hired
- Baystate continues to work closely with the Finance Department keeping payments up to date
- The reconciliation of cash is ongoing and is current through September 2012
- Biweekly payroll has been initiated as a cost savings to the Town

- The Town's pre-audit with Powers and Sullivan is scheduled for June 28, 2013

Residents were asked to identify with their payment what bill is being paid e.g. property tax, water, and excise tax.

He went on to say that the bank has taken responsibility for recent errors made on some tax payment withdrawals.

Mr. Wilhelm noted his concern that reconciling back statements through September does not constitute timely reconciliation. He also mentioned his recent personal experience for checks that were not cashed in a timely manner. Mr. Andrews noted deposits are made weekly which may cause a delay, or there may be a problem with the bank; he will look into the matter. Discussions of the Finance Department will be on the BOS retreat agenda.

Minutes - April 6, 2013; April 23, 2013

*VOTE: Mr. Wilhelm moved and it was seconded to approve minutes of April 6, 2013 and the open/ es minutes of April 23, 2013. The motion carried unanimously.*

Executive Session (ES)– Contract Negotiations: Police Union, Police Chief, and Interim Town Administrator

*VOTE: Mr. Wilson moved, and it was seconded that the BOS enter into ES at 8:45 pm, according to Open Meeting Law, M.G.L. c. 30A, §§ 18-25 (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with the Fire Union and to include Fire Chief Bob Blanchard and to return to open session for the sole purpose of adjourning. The motion carried unanimously by roll call vote.*

*The BOS returned to open session at 8:56 pm*

*VOTE: Mr. Wilson moved to adjourn at 8:56 pm and it was unanimous to do so.*

Respectfully submitted by

Catherine Tinsley